



**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING *Minutes*  
of April 15, 2021**

***This meeting was held virtually pursuant to the virtual meeting protocols as outlined in the President's Declaration of April 6, 2020.***

**1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE**

President Capps called the meeting to order at 4:00 pm and led the flag salute.

**2. ROLL CALL**

Secretary Gelos called the roll. All Directors were present.

Staff present: General Manager Scott Duffield, Office Supervisor/Board Secretary Kristen Gelos, District legal counsel Jeff Minnery and Jennifer Blackburn.

**3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No comments

**4. CONSENT ITEMS**

- a. **Meeting Minutes:** Receive/approve minutes of regular meeting of March 18, 2021.
- b. **Warrant Register:** Receive/approve March 2021 warrants.
- c. **Treasurer's Report:** Receive/file March 2021 report.
- d. **Treasurer's Report:** Receive/file 3<sup>rd</sup> Quarter 2021 report.
- e. **Fiscal Report:** Receive/file March 2021 status report.

Director Barker made a motion to approve all consent items as presented. Director Burgess seconded the motion. The motion passed by the following roll call vote:

Ayes: Barker, Burgess, Capps, Cousineau, Rowley

**5. DISCUSSION ITEMS**

- a. **Request to receive and file a report on the status of Nacimiento Reservoir for 2021 and provide direction to staff.**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

The Board directed to staff to bring back discussion at the June Board meeting and consider setting a Public Hearing to declare Stage II of the Districts Water Use Reduction Plan at the July 15, 2021 Board meeting.

The report was received and filed.

**b. Request to receive and file Photovoltaic System Project updates.**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

The Report was received and filed.

**c. Request to discuss protocols for regular meetings of the Board, and all other meetings of the District's legislative bodies that are subject to the Brown Act and provide direction to staff.**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

The Board would like to get back to live meetings in a hybrid setting starting with the May 20, 2021 meeting. Staff and District Legal Counsel will research requirements from the County and see what other Districts may be doing.

**6. MANAGER'S REPORT**

Manager Duffield provided a brief summary of the item and answered any questions the board had.

The report was received and filed.

**7. STAFF REPORTS**

Interim Operations Manager Wilcox provided a brief summary and answered any questions the board had.

The reports were received and filed.

**8. COMMITTEE AND DIRECTOR REPORTS**

Director Cousineau wanted to welcome Mike Wilcox, the Interim Operations Manager, to the District.

**9. ADJOURNMENT**

On a motion by Director Cousineau and seconded by Director Barker the meeting adjourned at 4:56 pm to the next scheduled regular meeting on Thursday, May 20, 2021.

**APPROVED:**

  
Devin capps (Jun 18, 2021 14:36 PDT)

---

**Devin Capps, President  
Board of Directors**

**ATTEST:**

---

**Kristen Gelos, Secretary  
Board of Directors**

# 04.15.21-Minutes

Final Audit Report

2021-06-18

Created:	2021-06-18
By:	Kristen Gelos (kristen@heritageranchcsd.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA22BR0gemow7IFFcUzm3coUejH1pqMHet

## "04.15.21-Minutes" History

-  Document created by Kristen Gelos (kristen@heritageranchcsd.ca.gov)  
2021-06-18 - 8:18:54 PM GMT- IP address: 47.27.226.55
-  Document emailed to Devin capps (pasobuilder@gmail.com) for signature  
2021-06-18 - 8:19:08 PM GMT
-  Email viewed by Devin capps (pasobuilder@gmail.com)  
2021-06-18 - 8:57:36 PM GMT- IP address: 71.92.226.72
-  Document e-signed by Devin capps (pasobuilder@gmail.com)  
Signature Date: 2021-06-18 - 9:36:39 PM GMT - Time Source: server- IP address: 174.194.207.152
-  Agreement completed.  
2021-06-18 - 9:36:39 PM GMT